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MANAGEMENT STAFF

Statement of Accomplishments and Objectives

Major Accomplishments and Significant Developments During 1954 (Cont'd)

Regulations Control

The outstanding development of 1954 was the present regulatory issuances system. Agency officials have actively supported this development by contributing on a regular and accelerated basis, to the development of a complete set of policy and procedural instructions. Administrative procedures within the Staff itself have been developed to a point where they may be regarded as final, while the system developed for coordination and distribution of regulatory issuances continues to improve.

During fiscal year 1954 there were 440 proposed regulatory issuances received, edited and distributed to major Agency components for coordination. Of these, action was completed and publication effected on 319.

Records Management

Substantial savings of space and equipment (estimated at \$220,480) were effected by the transfer of inactive records from office space to open storage space in the Records Center which eliminated the use of expensive filing cabinets.

Records management surveys were completed or in process in eleven organizational units of the Agency.

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15 September 1954

G-15-4

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Approved For Release 2005/11/21 : CIA-RDP70-00211R000700060041-2

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Major Accomplishments and Significant Developments During 1954 (Cont'd)

Records Management - (Cont'd)

Standards for the operation of the program on a decentralized basis were prepared in the form of a Records Management Program Guide, a Records Disposition Handbook, Handbook for Subject Filing, and a Correspondence Handbook.

Conducted training in Vital Materials Program.

Improved the system for stocking and supplying forms.

Developed informational releases on correspondence and reports management.

Introduced Reports and Correspondence Management programs in three offices.

Devised more efficient correspondence techniques.

Standardized filing supplies and filing cabinets.

Developed disposition plans for seven major organizational units for removal of inactive records from office space.

Transfers of inactive records from office space to the Records Center increased 210%.

There are now a total of 14,166 cubic feet of records in the Center. These would require 1,771 safe cabinets costing \$421,498 and over 10,000 square feet of space if conventional filing cabinets were used.

Twenty-four hour reference service was furnished by the Records Center.

~~SECRET~~

15 September 1954

G-25-5

SECRET

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Objectives for fiscal year 1955 and the Status of the Current Program (Cont'd):

Records Management

The objectives of the Records Management Division for fiscal year 1955 are to:

Develop and issue handbooks on various program phases and provide informational releases.

Standardize foreign intelligence information reports.

Revise and simplify the forms numbering system and publish appropriate indexes.

Develop a correspondence covering standard Headquarters requests and reports.

Investigate the possibility of stocking only unwatermarked (sterile) stationery.

Develop regulations and procedures for the preparation and handling of dispatches.

Develop filing standards to be followed throughout the Agency.

Develop a uniform system for the control and logging of communications.

Install a revised inventory system for vital materials.

Complete the survey of microfilming operations and establish program for management of such operations.

Review existing records control schedules to assure that they are up to date; that they are effective in moving inactive material from office space to inactive storage and that disposals are being effected; and disposals and transfers are appropriately documented. Also continue to assist offices in developing their records scheduling programs.

Continue records management surveys throughout the Agency.

Transfer physical location of Records Center.

SECRET

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Program Outlook for Fiscal Year 1956 ((cont'd)):

Executive direction, Administration, Organization and Methods and Business Machine Services (Cont'd)

Records Management

It is proposed that the fiscal year 1956 program will include the following activities:

Completion of an Agency-wide inventory of forms and to substantially reduce the total number of forms used by the Agency through eliminations and consolidations.

Completion of the establishment of area programs in Reports and Correspondence Management throughout Headquarters, and extend the programs to [redacted]

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Assist the Area Records Officers in completing the installation of the Agency filing system.

Determine the need for existing microfilm projects and assure the proper utilization of equipment. Also, reduce microfilming where possible and, in lieu thereof, to utilize the Agency Records Center facilities.

The destruction of records of temporary value should begin during this fiscal year and provide for the release of some space within the Records Center.

A program will be initiated to identify and segregate those records that have permanent value as the official archives of the Agency. These records will be screened for any evidence of physical deterioration and special provisions will be made for their permanent retention.

SECRET

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15 September 1954